

CITY OF BURBANK

AQUATIC PROGRAM COORDINATOR

DEFINITION

Under direction, to be responsible for the operation of the City's pool facilities and aquatic program; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans and schedules the operation of the City's swimming pools; assigns, supervises, and evaluates the work of employees; assists in the recruitment, screening and selection of aquatic personnel; conducts in-service training and rescue drills for staff; ensures the daily monitoring by staff of pool revenue, attendance, accident and/or incidents, air and water temperature, chlorine and acid content, and promptly submits reports documenting these factors; watches for unsafe conditions or practices and recommends corrective actions; enforces departmental rules and regulations; plans, schedules, and coordinates diversified aquatic programs, including swim instruction, contract classes, special events, lap swimming and the development of a swim and diving team; makes budget staffing and program recommendations; publicizes program; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - standard pool operation and management techniques; a pool filter system and water maintenance conditions.
- Ability to - practice standard pool operation and management techniques; plan and schedule pool programs and operations; supervise employees and direct the work of others; take remedial actions to prevent unsafe practices and conditions; establish and maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: Graduation from an accredited college with major work in recreation or closely related field and three seasons of experience as a Lifeguard and swim instructor. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent, a valid First Aid Certificate which meets Emergency Medical Service Authority requirements, a valid Water Safety Instructor's Certificate, and a valid Lifeguard Certificate from authorized providers, as determined by the Management Services department, at time of appointment. Valid Cardiopulmonary Resuscitation (CPR) and Communicable Disease Certificates from authorized providers, as determined by the Management Services department, within two weeks of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: One season (320 hours) at the level of Senior Lifeguard or its equivalent.